

[Please bring completed form to the conference. Do not mail.]

**RULE 16 CONFERENCE INFORMATION REPORT**

Civil Action No. \_\_\_\_\_  
Jury trial \_\_\_\_\_ Nonjury trial \_\_\_\_\_  
Arbitration \_\_\_\_\_ Service of process made \_\_\_\_\_  
(date)

(Caption)

\_\_\_\_\_ v. \_\_\_\_\_

Trial counsel \_\_\_\_\_

Representing \_\_\_\_\_

Law Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

- Are there threshold motions? \_\_\_\_\_  
(identify motion(s))

- When will discovery be completed? \_\_\_\_\_  
(date)

- Will motion for summary judgment be filed? \_\_\_\_\_  
(yes or no)

- Ready for trial by? \_\_\_\_\_  
(date)

- Has settlement been discussed? \_\_\_\_\_ If not, why not?  
(yes or no)

- Future settlement conference requested \_\_\_\_\_  
(yes or no)

- Novel issues or special problems? \_\_\_\_\_ Describe overleaf.  
(yes or no)

Trial time estimates

- Time to present your case \_\_\_\_\_

- Time for entire trial \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of counsel

\_\_\_\_\_  
Typed or printed name